

Name: _____

Cooperative Vocational Education

Directions:

Check the appropriate box below to indicate those competencies which the student has Mastered, Not Mastered, or Not Attempted. Certain competencies have been deleted from the first profile to create this revised profile.

Rating Scale:

- M Mastered** – student has demonstrated appropriate level of competency
N Not Mastered – student has not reached appropriate level of competency
X Not Attempted – student did not have an opportunity to master this competency

M	N	X	A. Workplace Readiness	Notes:
			1. Assess personal interests and abilities relative to career choice	
			2. Acquire and use career information	
			3. Identify how to prepare for careers of interest	
			4. Develop a career plan	
			5. Use labor market information	
			6. Develop and apply job search skills	
			7. Prepare a resume	
			8. Meet the standards of dress and grooming for an employment interview within an industry	
			9. Complete the job application process	
			10. Demonstrate effective interviewing skills	
			11. Exhibit positive work attitudes and behaviors	
			12. Identify how to prepare for job separation and re-employment	
			Others (specify):	

M	N	X	B. Economics and Entrepreneurship	Notes:
			1. Interpret the effects, advantages, and disadvantages of the open shop versus the closed shop	
			2. Describe the way in which the government is involved in our economy	
			3. Delineate the differences between different economic systems	
			4. Describe the circular flow of economic activity	
			5. Describe how economic trade-offs affect decisions in the workplace	
			6. Cite the characteristics of the free enterprise system	
			7. Define entrepreneurship	
			8. Identify characteristics, aptitudes, and skills of successful entrepreneurs	
			9. Compare advantages of owning a business versus working for someone	

			10. Describe typical entrepreneurial characteristics	
			11. Identify your entrepreneurial aptitudes and skills	
			12. Evaluate the different types of business opportunities that relate to your skills and career interest	
			Others (specify):	

M	N	X	C. Technology Awareness	Notes:
			1. Identify applications of technology within the workplace	
			2. Utilize appropriate technology	
			Others (specify):	

M	N	X	D. Interpersonal Skills and Leadership Development	Notes:
			1. Recognize the components of lifestyle as it relates to the workplace	
			2. Relate aptitude and ability to career success	
			Develop Effective Interpersonal Skills	
			3. Demonstrate the ability to offer and accept criticism constructively	
			4. Demonstrate respect for the opinions, customs, and individual differences of others	
			5. Interact in a socially appropriate manner	
			Develop Leadership Skills	
			6. Demonstrate how positive leadership characteristics can assist an individual within an industry	
			7. Demonstrate the capacity to accept responsibilities	
			8. Participate in group and committee discussions to reach group consensus	
			9. Recognize citizenship responsibilities as related to a career	
			10. Demonstrate effective team building skills	
			11. Demonstrate effective negotiation skills	
			Others (specify):	

M	N	X	E. Occupational Communications	Notes:
			Use Written Communication Skills in the Workplace	
			1. Describe the advantages a written message may have over a spoken one	
			2. Read and understand written communications in the workplace	
			3. Compare and contrast different forms of written business communication as utilized in the workplace	
			Use Oral Communication Skills in the Workplace	
			4. Demonstrate listening strategies that improve understanding and performance on the job	

			5. Comprehend and give oral instructions in a businesslike manner as related to the workplace	
			6. Demonstrate proper businesslike methods of placing/receiving telephone calls and recording telephone messages	
			Others (specify):	

M	N	X	F. Occupational Mathematical Computations	Notes:
			Calculate Work-Related Mathematical Situations	
			1. Compute addition, subtraction, multiplication, and division problems as related to an industry	
			2. Compute addition, subtraction, multiplication, and division of decimal number problems as related to an industry	
			3. Interpret quantitative information from tables, charts, and graphs as related to the workplace	
			4. Compute ratios and percentages as related to the workplace	
			5. Calculate distance, weight, area, volume, and/or time problems as related to the workplace	
			6. Determine costs, time, or resources needed to complete a task within the workplace	
			Others (specify):	

M	N	X	G. Occupational Safety	Notes:
			Identify Safety Issues Related to the Workplace	
			1. Describe actions that various agencies take to prevent accidents on the job	
			2. Identify how accidents on the job can be caused through human error	
			3. Identify potentially hazardous situations and apply appropriate solutions	
			4. Demonstrate good safety practices	
			Others (specify):	

M	N	X	H. Occupational Competence	Notes:
			1. Identify job skills required for career success	
			2. Demonstrate entry-level job skills	
			3. Identify opportunities to continue learning at the workplace	
			Others (specify):	